



ELIGIBILITY AND GUIDELINES

Spring 2025

Current Grant Cycle

- Total Funding Available this Cycle: \$50,000
- There is no maximum grant award; however, most grants are in the range of \$7,500 – \$10,000.
- Application Deadline: May 15, 2025 by 5 pm

Grant Cycles and Terms

Spring Cycle

- Applications open in April
- Announcement of award in June

Fall Cycle

- Applications open in October
- Announcement of award in December

Terms

- Any business, organization, non profit, etc. may apply for both grant cycles, but a project will not be awarded twice within the same fiscal year
- Any business, organization, non profit, etc. can submit multiple applications per grant cycle

Eligibility Criteria

Eligible Applicants

- Charities and non-profits
- Community organizations
- Businesses proposing community-focused projects
- Individuals and groups with innovative ideas that benefit any part of the community

Non-Eligible Applicants:

- Applications for regular operations or personal gain
- Applicants without a clear project plan
- Projects that do not primarily benefit Bowman County
- Funding eligibility does not extend to organizations whose primary activities are religious in nature
- Applications that regrant money instead of using them directly

Additional Eligibility Rules:

- The fund seeks projects that enhance the quality of life, address community needs, and foster new ideas in Bowman County.
- Projects and events must be completed or take place within Bowman County unless specific reasons are approved by the Play It Forward Fund committee.
- Projects cannot be for business gain, such as advertising or personal profit. Income from an event may only be used as seed money for future events.
- Individuals 17 years or younger may apply but must have someone 18 years or older assume responsibility.
- If tickets are sold, the event must be hosted in Bowman County for two additional years to ensure funds are used for the event and not for profit.
- Must provide a letter of verification or approval if needed for property, facility, etc., with the application.
- Must include one to two letters of support.

Judging Criteria

The committee will assess all applications based on a scoring system with the following criteria. The program hopes to fund a wide range of projects so projects that address immediate needs as well as present creative ideas will be equally considered.

- **Content:** Is the presentation put together well with supporting facts and an easy flow to follow?
- **Project Impact:** Does the project demonstrate a positive and lasting benefit to Bowman County?
- **Priority:** Does the project address an immediate need and benefit the community or a specific group? (ex. Elderly or youth)
- **Creativity:** Projects that introduce new ideas or creative solutions that positively impact the community are encouraged.
- **Completeness:** Has adequate information been given showing all complexities are covered?
- **Feasibility:** Is the project/event likely to be completed successfully?

By adhering to these guidelines and criteria, the Play It Forward Fund aims to support a diverse range of projects that benefit Bowman County and foster community development.

The judging committee is comprised of BCDC Board Members and community members.

Application Process

- **Application Submission:** Applications may be mailed to Bowman County Development Corporation, PO Box 1143, Bowman, ND 58623, delivered to 13 E Divide, Bowman, ND, or emailed to kate@swnd.org.
- **In-Person Meetings:** Participants may be required to meet with the committee in person to answer questions prior to selecting the final recipients.
- **Notification of Standing:** All applicants will be notified of their standing in the process by the end of the respective giving period.

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Funding and Reporting Process

- Up to 50% of application budget will be awarded at the start of the project.
- Additional 50% will be awarded on a per project basis matching project needs.
- Proof of receipts may be required.
- An after-action report is required following the completion of the project. This report must detail the impact and outcomes.
- Projects must be completed within one year of the award unless an extension is pre-approved by the BCDC board.
- Any changes to the awarded project must be submitted for approval, with the BCDC board reserving the right to request the return of funds if changes are denied.

Public Relations

- A public announcement will be made listing all recipients and funded projects.
- Awardees must sign a full media release.

Additional Information

- If funding is not fully disbursed after each grant cycle, BCDC reserves the right to transfer the remaining money into the Growth Fund.
- BCDC reserves the right to base new funding on completion of past awards through the Play It Forward Fund.
- By submitting an application, you represent and warrant to BCDC that you have all right, title and/or interest in the plan submitted and the information it contains is accurate and complete, and that by submitting the document to the Play It Forward Fund you are not and will not be violating any contract or third party rights including any patent, copyright, trade secret, proprietary or confidential information, trademark, publicity or privacy right.
- BCDC reserves the right to request additional information as needed.

- The judging panel reserves the right to disqualify any entry that in its judgment violates the guidelines, processes, or rules of the fund.
- BCDC reserves the right to use Play It Forward projects and events in promotional materials. Play It Forward recipients must allow a full media release to BCDC including but not limited to interviews, videos, and photos.

History of Fund

The Play It Forward Fund is made possible through the charitable gaming revenues generated at select Bowman County businesses. For years, BCDC has dedicated these charitable gaming revenues to benefit Bowman County, utilizing them for tourism development, small business assistance, and more. Now, this new grant will serve as a way for the community to be a part of making a positive impact in Bowman County in addition to the continued support of BCDC's initiatives.

Disclaimer

Bowman County Development Corporation will not be responsible to accomplish or continue any project or event started in result of the Play It Forward Fund. It is the responsibility of the awarded group or individual to create and sustain the event or project.

By signing below I indicate that I have read, understand, and agree with the entirety of Bowman County Development Corporation's Play It Forward Fund's eligibility and rules document.

Signature

Date

Organization/Business/Represented Entity

How does your project enhance the quality of life or address community needs in Bowman County?

Which specific group(s) within the community will benefit from your project? (e.g. elderly, youth, general)

What is the location or service area of your project?

What immediate needs does your project address?

What are the expected outcomes of your project?

How will you measure the success of your project?

Project Implementation

Project Start Date _____

Project End Date _____

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INCOME SOURCES	Amount	Secured or Pending
Play It Forward Fund	\$	Pending
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	TOTAL INCOME \$	

[illegible]

Amount of Funding Requested \$ _____

Feasibility and Sustainability

Have you implemented a similar project before? (If yes, please provide details on successes of the project and lessons learned. If no, please provide reasoning on your ability to execute this project.)

How will you ensure the success of the project?

How will you sustain the project after the funding period ends?

If a non profit organization, please list out current board members.

Community Impact

Describe the long-term benefits your project will bring to Bowman County.

Are there any potential challenges or risks associated with your project? If yes, how do you plan to address them?

Additional Information

Is there any additional information you would like to provide about your project or application?

Compliance and Agreement

<i>All things listed below are required in order to be funded.</i>	YES	NO
Do you agree to submit progress and completion reports?	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree to publicly acknowledge the support of the Play It Forward Fund in your project materials and communication?	<input type="checkbox"/>	<input type="checkbox"/>
Attach any letters of verification needed for property, facility, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Attach 1–2 letters of support.	<input type="checkbox"/>	<input type="checkbox"/>
Do you certify that all information provided in this application is true and accurate to the best of your knowledge?	<input type="checkbox"/>	<input type="checkbox"/>
Attach a signed Eligibility and Rules document.	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree to provide additional supporting documents as requested?	<input type="checkbox"/>	<input type="checkbox"/>